

Department of the Treasury Federal Employee

TRANSIT BENEFIT PROGRAM

Approving Official Guide



Note: For the purpose of this guide, Supervisors are “Approving Officials”.

Oversight Guidelines for Transit Benefit Coordinators

Best Practices

To maintain integrity and program controls, Transit Benefit Coordinators should conduct routine audits of their employees’ transit benefit records. Internal control best practices include:

- A. Review of monthly transit benefit billing reports for accuracy.
 - c. The review should verify and ensure that:
 - 1. Employees that have departed the agency are no longer receiving a benefit. Cross check the transit benefit alphabetical listing with Human Resource records to ensure separated employees followed exit procedures and withdrew from the transit benefit program.
 - 2. Employees on extended travel or leave have not picked up a monthly benefit for the period they were not at their home station.
 - 3. Employees that intermittently telework or drive to work, adjust their commuting benefit.
 - 4. Benefits are adjusted due to change of address.
 - 5. Participants with a pickup record over the monthly statutory limit are reported to the TRANServe Office. (There may be legitimate reasons but this should be investigated.)
- B. Transit benefit applications are verified to ensure they disclose/provide all information required by the [OMB Memorandum, M-07-15](#)
 - c. such as:
 - The Employee’s Home Address (including the street name)
 - The Employee’s Work Address
 - The Employee’s Commuting cost breakdown is completed on the Expense Worksheet. (Transit Benefit Coordinator’s may require a print out of the travel plan(s) and cost for each transit authority the employee identifies as his/her mode of transportation.)
- C. A supervisor or person of authority signs the application verifying costs were reviewed for reasonableness.
- D. A funds approving official certifies funds are available.
- E. Enforcing the use of electronic fare media where available.


Guidelines for Monitoring Transit Benefit Amounts

To assistance in monitoring the integrity and program controls for the Transit Benefit Program, TRANServe will provide the Transit Benefit Coordinators a report with detail pickup records for six months every quarter. The Transit Benefit Coordinators should conduct routine audits of their employees’ transit benefit records. Internal control best practices are in the Oversight Guidelines for Transit Benefit Coordinators found on the TRANServe website (<http://transerve.dot.gov>) under Best Practices.

Monitoring Guidelines

- Check the six month detail pickup records for adjustments.
- Participants are not expected to adjust every month to meet the actual workdays of the month because over time it will work itself out.
- Participants are expected to adjust for periods away from work that they do have control over such as; leave, travel, unscheduled telework, extended weather closings, and travel by alternate modes such as driving, carpooling, or slugging.
- If no adjustments are found:
 - Talk to the participant...what is his/her work schedule?
 - Check the mode of transportation
 - Vanpools and monthly/yearly passes do not require adjustment
 - Amounts above the statutory limit do not always require adjustment
- If you suspect adjustments should be made:
 - Check the participant's leave slip
 - Check the participant's travel schedule
 - Request the participant's pickup records from the TRANServe Transit Benefit Manager
 - Require participant to adjust pickup amount, if necessary, at the next possible opportunity

Important Notes*

- 1) During the recertification period, all transit benefit participants are required to complete Transit Benefit Integrity Awareness training and provide a certificate of completion to their supervisors.
- 2) Designate a Proxy when you are away
 - a. Open <https://transitapp.ost.dot.gov/index.cfm>
 - b. Go to:  My Account
 - c. Enter your Password
 - d. Choose another Approving Official

MY ACCOUNT

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

Phone Number:

*Password:

Reenter Password:

*Hint:

User Role:

SUPERVISOR PROXY

(not selected)

Clark, Steve (DOT-OST-AT)

Covey, Brian (DOT-OST-AT)

Cross, Linda (DOT-OST-AT)

Farrish, George (DOT-OST-AT)

Gauthier, Henry (DOT-OST-AT)

Gratzer, Martin (DOT-OST-AT)

Gomez, Steve (DOT-OST-AT)

Add >>

(selected)

Gratzer, Martin (DOT-OST-AT)

<< Remove

Users who have you as proxy: N/A

A hint is a meaningful personal association to help you remember your password.
This is optional, but highly recommended.

Update

Cancel

Reset

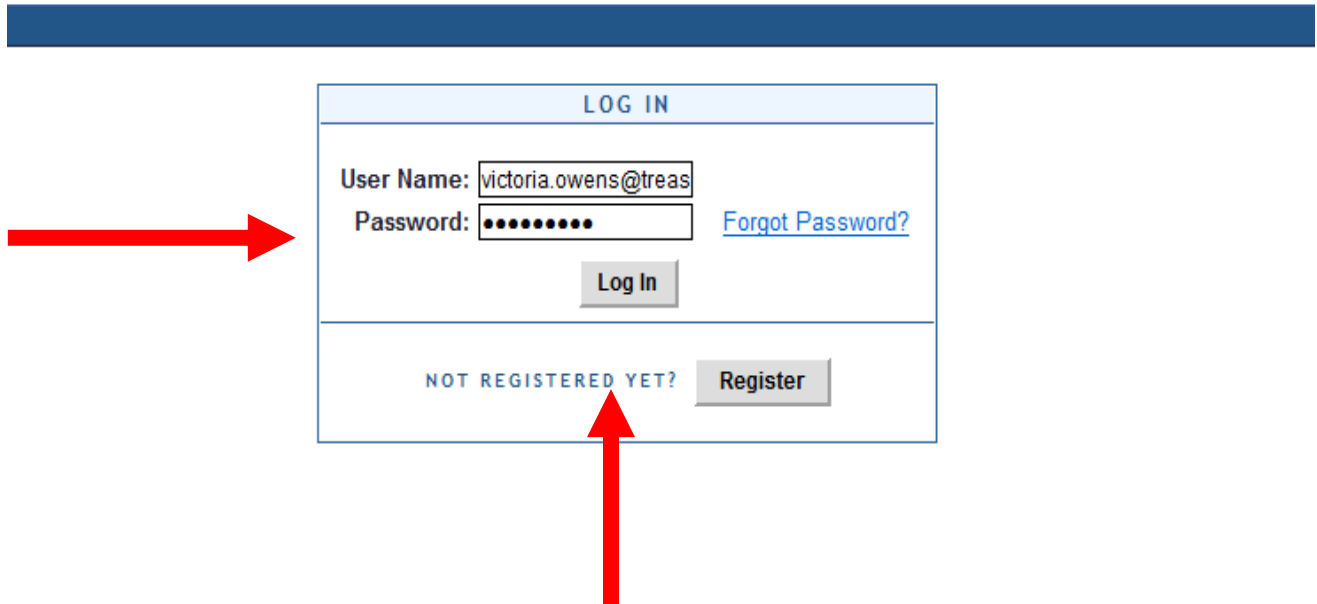
e. Click:

Add >>

f. Click:

Update

Remember to remove the Proxy when you return to duty



The screenshot shows a web form titled "LOG IN". It contains two input fields: "User Name:" with the text "victoria.owens@treas" and "Password:" with masked characters "••••••••". To the right of the password field is a blue link "Forgot Password?". Below these fields is a grey "Log In" button. At the bottom of the form is the text "NOT REGISTERED YET?" followed by a grey "Register" button. A red arrow points from the left towards the "Log In" button, and another red arrow points upwards towards the "NOT REGISTERED YET?" text.

LOG IN	
User Name:	<input type="text" value="victoria.owens@treas"/>
Password:	<input type="password" value="••••••••"/> Forgot Password?
<input type="button" value="Log In"/>	
NOT REGISTERED YET? <input type="button" value="Register"/>	

- ◆ Log on to <https://transitapp.ost.dot.gov>
- ◆ Type in your User Name and your password or the temporary password you received from Parking.TransitOffice@dot.gov

There are three primary sections of the electronic transit benefit application system:



[Transit Benefit Application](#)



Enter a new transit application, withdraw, request information or change an existing account.



[Approval Section](#)



[My Account](#)



Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

♦ Select “**Approval Section**” (in the blue band across the top.)

Facilities Service Center - TRANServe
Transit Benefits Program

Home | **Transit Application** | **Approval Section** | Utilities | Logout

Welcome To Parking and Transit Benefit Public Website Version v 1.0

[Transit Benefit Application](#)

[Approval Section](#)

[My Account](#)

[Change Password](#)

[Log out](#)

♦ Select either “Pending Supervisor” or “Pending Manager”

- “Pending Supervisor” - First level of approval
- “Pending Manager” - Second level of approval

PENDING TRANSIT APPLICATION
STATUS: MANAGER

Mode	Admin	Request Date	Type	Name	Action
TRE-HQ	TRE-HQ-DC	08/31/2012	RECERTIFY	CLAYT LAUTER	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason: <input type="text"/> <input type="button" value="Delete"/>

♦ The “Approval Section” will show pending applications

THERE ARE THREE TYPES OF PENDING APPLICATIONS:

- 1) **RECERTIFY/ENROLL**
 - a) Recertification is for existing participants
 - b) New enrollees
- 2) **CHANGE**


Changes in application information (i.e. address, commuting cost, method of transportation)
- 3) **WITHDRAWAL**

Withdraw from the program

Home Transit Application Approval Section Utilities Admin Logout Welcome Victoria Owens

PENDING TRANSIT APPLICATION
STATUS: MANAGER

Mode	Admin	Request Date	Type	Name			
TRE-HQ	TRE-HQ-DC	08/31/2012	RECERTIFY	ALICE JONES	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Reason: <input type="text"/>
					<input type="button" value="Delete"/>		



- ◆ Find participant's name by:
 - Scrolling through the list; or
 - Searching list using Ctrl+F function
- ◆ Verify that participant works for your Agency (i.e., check with your HR department, look up name in the Treasury global directory, verify with employee's supervisor)
- ◆ To view the full application, click on the employee's name
- ◆ The completed application will be displayed

NOTE: ONLY APPROVE YOUR EMPLOYEE'S APPLICATIONS OR THOSE WHOM THEY HAVE BEEN DELEGATED TO VERIFY AND APPROVE. IF AN EMPLOYEE SELECTS YOUR NAME INCORRECTLY, DISAPPROVE THE APPLICATION AND NOTE THE REASON.

Approve

Disapprove

Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: Annual Certification/Recertification				
Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Rail from Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
Subtotal: \$ 140.80				
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.		Total Monthly Costs \$ 140.80		
TRANSIT BENEFITS APPLICATION				
STATUS: [RECERTIFY]				
Smart Benefits Program: YES				
Identifier: *****				
Name: LAUTER CLAYT DEMOTTE (Last) (First) (Middle Name)				
Email Address: clayt.lauter@treasury.gov Work Phone: 202-622-1712				
Common Identifier: C. Lauter Work Zip Code: 20220				
Mode: TRE-HQ Region: DC				
Admin: TRE-HQ -DC				
I certify that my usual monthly commuting cost are: \$140.80				
WORK INFORMATION				
Work Address: 1500 Pennsylvania Ave, NW				
Work City: Washington Work State: DC Work Zip: 20220				
RESIDENCE INFORMATION				
Address:				
City: State: .. Zip: .				
Approving Official: SHARON KERSHBAUM				
Point of Contact: VERIS BAILEY				
Manager/Fund Certifier: VERIS BAILEY Phone: 202-622-0323				
SmartTrip Card Number: .				
Comment for Agency Approvers:				

Approving Official's must review applications for the following:

- 1) The Method of Transportation must be indicated (i.e., Metro)
- 2) Daily Expenses and Days per Month columns must be completed.
- 3) The "Common Identifier" field must be completed.
- 4) Mode and Admin must be correct.
- 5) Work and Residence Information is complete.
- 6) NCR participant must indicate a SmarTrip® card number. See Appendix A for SmarTrip® card number examples.
- 7) Note information in the "Comment for Agency Approvers" field.

Approve Disapprove Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: Annual Certification/Recertification				
Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Rail from Work	Name of Company METRO	\$ 4.40	16.00	\$ 70.40
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
Subtotal: \$ 140.80				
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.				Total Monthly Costs \$ 140.80

- ◆ Applications must be “**Approved**” or “**Disapproved**”
- ◆ **Approved applications:** An email will be routed to the applicant from each approving official
- ◆ **Disapproved applications:** You must indicate a reason. An email specifying the reason for disapproval will be routed to the employee (See Appendix B)

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: Annual Certification/Recertification				
Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$

- ◆ Click on “**History**” to view employee’s transit benefit application history

Reason for Disapproval:

[\[History\]](#)

HISTORY
APPREFNUMBER: 635083

Action Date	Action	Status	Action By
08/31/2012 09:40:38AM	Enroll in the Transit Benefit Program	RECERTIFY	Victoria Owens

Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$

Appendix A

Examples of SmarTrip® card ID numbers

Card Type #1: ●

use return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001

SmarTrip® and SmartBenefits® logos
are trade/service marks of WMATA.

012345678 C3DW803

serial number

Card Type #2: ●

use return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001

SmarTrip® and SmartBenefits® logos
are trade/service marks of WMATA.

012345678 3 C3DW803

serial number check sum

Card Type #3: ●

use return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001

SmarTrip® and SmartBenefits® logos
are trade/service marks of WMATA.

C3DW017 0020 0001 5644 364 6

serial number

Card Type #4: ●

use return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001


SmarTrip® and SmartBenefits® logos
are trade/service marks of WMATA.

GD1137 0167 0693 4564 7992 9601

serial number

Appendix B

Example of disapproved application email

From:  PTB Public Website Administrator [parking.transitoffice@dot.gov]
To: Owens, Victoria (OST)
Cc:
Subject: Your Recertify Request has (not) been Approved.

Your Recertify Request has (not) been Approved.

First Name : VICTORIA

Last Name : OWENS

Phone Number : 202-500-1017

Email Address : victoria.owens@dot.gov

Reason : TEST

This is System generated message, and a response to this email will not be delivered.
08/07/2011 09:36:22AM

Appendix C

Jul-14-2010

Transit Benefits Summary Report by Administration
DOT-OST-WCF M-73 - 1103005000
Fare Media Disbursed During June, 2010

Administration	Number Issued	Amount Issued	YTD Num Issued	YTD Amt Issued
OST-WCF M-73 - 1103005000	1	\$130.00	8	\$653.00
Total:	1	\$130.00	8	\$653.00

TOTAL:	1	\$130.00	8	\$653.00
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TRANServe Account Activity Statement for DOT-OST-WCF M-73 - 1103005000

June, 2010

(This is not an official bill. Your servicing account office will receive the official bill within 30 days.)

07/14/2010-L

APPROP CODE:
ALC CODE: 69-01-007

CUSTOMER ID:
BPAC NUMBER: 1103005000

FARE MEDIA BILLED:	\$130.00
PHYSICAL:	\$0.00
VIRTUAL:	\$130.00
OTHER COSTS:	\$0.00
 SUB TOTAL:	 \$130.00
 MANAGEMENT FEE:	 5.15%
SUB TOTAL:	\$6.69
 DISTRIBUTION SERVICES FEE:	 \$0.00
ONSITE:	\$0.00
 SUB TOTAL:	 \$136.69
 CREDITS:	 \$0.00
 TOTAL:	 \$136.69

To Our Valued Customers: This message is being sent each month as part of our billing process. The U.S. Department of Transportation (DOT), Transportation Services (TRANServe) works to provide transit benefits to eligible federal employees as requested by your agency. The Transit Benefit program represents an employee benefit and we strongly urge you to take all measures necessary to protect it. We do our part by ordering, obtaining, verifying, and safeguarding fare media prior to its distribution. We also maintain a database that identifies all agency participants based on information provided by you. We use this information to distribute the appropriate amount of transit benefits to authorized employees. We ask that you do your part by carrying out the following responsibilities. All transit benefit enrollment applications should be thoroughly reviewed by your agency's authorizing official prior to submission to DOT for processing. Utilizing a self-certification process, it is the agency's responsibility to ensure all employees are instructed that they are certifying under U.S.C. Title 18 that they will not transfer this benefit to anyone else, they are not named on a federally subsidized parking permit, and the benefit received does not exceed their monthly commuting costs. If employees collect more than they use, are on extended sick leave or are on temporary duty elsewhere, they should be instructed to return the unused benefit or receive an appropriately reduced benefit amount at the next distribution. If you have questions regarding these responsibilities, please contact your TRANServe account representative or the TRANServe office at 202-366-0064.

M-70 January through June FY10

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00	\$184.00			\$70.00			\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00					\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00			\$104.00		\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

Transit Benefit Integrity Awareness Training (*shown in Applicant guide*)

U.S. Department of Transportation
TRANSERVE
Business in motion

United States
Department of Transportation

HOME AGENCY RESOURCES **PARTICIPANTS** Google Search Go

Participants

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources to encourage your use of mass transportation as your primary means of commuting from home to work.

Reminder: The transit benefit is a subsidy, it is not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's application process
- Use mass transportation for your own home to work to home commute
- Adjust. Any time the amount you receive exceeds the amount you need, adjust.

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General

- + Army Regions
- + DHS-BICE
- + DHS-BCIS
- + DISA-REG (Fort Meade)
- + DOT
- + Education
- + FDIC
- + Homeland Security
- + The House of Representatives
- + IRS
- + USNAVY-REG / USNAVY-NAF
- **Treasury - HQ**
 - Department of Treasury – Headquarters Transit Benefit Program
 - Email: PTIPBenefits@treasury.gov
 - [Treasury Transit Benefit Integrity Awareness Training](#)
 - Treasury- Transit Benefit Applicant's Guide
 - Treasury - Transit Benefit Supervisor's Guide
 - [How to Register your SmartTrip Card](#)
 - [Frequently Asked Questions](#)

DOT Parking/Transit Office

Contact Us

Normal Hours:
Monday – Friday,
8:30 a.m. – 4:00 p.m.

Friday June 1, 2012

[\[Office address and info\]](#)

Mobile Commuter Store Bus at DOT HQ on Thursdays!

Recent Bulletins

- [TSB 2012-10 RTA Discontinues Farecheck Voucher Returns for Credit](#)
- [TSB 2012-09 Paper Voucher Program Continues](#)
- [TSB 2012-08 DOT Annual Transit Benefit Program Recertification](#)
- [TSB 2012-07 TRANServe Online Transit Benefit Program Application New Information Requirements](#)
- [TSB 2012-06R TRANServe Online Enrollment Application – Revised](#)
 - [Attachment Online App screen shots](#)
- [TSB 2012-06 TRANServe Online Transit Benefit Program Application Enhancements - Go Live](#)
- [TSB 2012-05 TRANServe Online Transit Benefit Program Application Enhancements](#)
- [TSB 2012-04 March 1, 2012 Bicycle Benefit Claim Submission Deadline](#)
- [TSB 2012-03 Effect of WMATA SmartBenefits® Autoload Transition on Unused Transit Benefit](#)

[More...](#)

links metro weather traffic

- ◆ Log on to <https://transerve.dot.gov>
- ◆ Click on “Participants”
- ◆ Click on “Treasury – HQ”
- ◆ Click on “Transit Benefit Integrity Awareness Training”
- ◆ Complete the training
- ◆ Print two copies of the Completion Certificate
 - Give one copy to your supervisor.

NOTE: ENSURE YOUR SUPERVISOR EMAILS
YOUR CERTIFICATE TO
[PTIPBENEFITS@TREASURY.GOV.](mailto:PTIPBENEFITS@TREASURY.GOV)